



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Program Technician
Office Assistant (T)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2,205 - \$2877 PT
\$2073 - \$2733 OA (T)

DUTIES:

Under the general direction of the Treasury Program Manager I, Vault Services Unit, this position performs the less difficult duties related to depositing and releasing securities, daily messenger runs and responsibility for the Control Room.

Description of Essential Functions:

- Provides daily messenger runs to depository banks, State Controller's Office and other agencies as needed.
- Picks up confidential incoming mail and distributes to the appropriate Division and/or Authority within the State Treasurer's Office.
- Responsible for Control Room, which includes monitoring security cameras, assisting customers at teller window and controlling dual security doors for entry.
- Reviews documents and securities submitted by the Securities Management Division to the Vault for accuracy and consistency.
- Inputs information into database.

DESIRABLE QUALIFICATIONS:

- Computer skills
- Good work habits, attendance and attitude
- Ability to work closely with others
- Attention to detail, ability to adapt to changing processes and flexibility to programmatic changes

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required. Most possess a valid California Driver's License.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Program Technician.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurers Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-310-9927-002" next to the classification on your application/resume, i.e. Program Technician (820-310-9927-002) or Office Assistant (T) (820-310-1379-001).

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC: (916) 653-3100
CALNET: (916) 453-3100